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# Housing Authority of Grant County

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May 31, 2023

Grant County Board of Commissioners

ATTN: Janice Flynn

PO Box 37/35 C Street

Ephrata, WA 98823

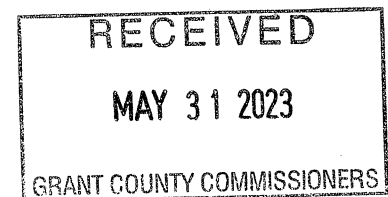
Dear Ms. Flynn:

Please consider this letter and attached documentation the Housing Authority's claim for draw #20 for May, 2023, for the Eviction Rent Assistance Program 2.0 (ERAP 2.0). I certify that:

The information on the A-19 and supporting documentation for the Eviction Rent Assistance Program (ERAP), contract # 21-4619C-108, in the amount of \$1,483,163.95 is a true and accurate report and that all reported expenditures are properly chargeable to the ERAP 2.0 grant.

Sincerely,

Christopher A. Sutherland  
Financial Director



The Housing Authority of Grant County, Washington is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, religion, sex, physical or mental disability, or familial status. The Housing Authority of Grant County's policies and practices are designed to provide assurances that persons with disabilities will be given reasonable accommodations, upon request, so that they may fully access and utilize the housing programs and related services.

If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the Housing Authority.



## Grant County's Subrecipient Checklist:

State Auditor's Office Audit Procedures for Testing Activities Allowed  
And Not Allowed, As Published In 2007

### Questions to ask before submitting a payment request

#### Was the expenditure or cost:

- ☒ Made for an allowable activity under the grant guidelines?
- ☒ Authorized (or not prohibited) under state or local laws or regulations?
- ☒ Approved by the federal awarding agency, if required?
- ☒ Allowable per Circular A-87 (June 2004 version), Attachment B, items 1-43?

#### For payroll transactions:

- ☒ Does the employee's time and effort documentation meet the requirements of Circular A-122?
- ☒ Allocable to the program? (i.e., was the dollar amount charged to the program relative to the benefits received by the program? Is the federal grantor being charged its fair share of the cost?)
- ☒ Based on actual costs, not budgeted or projected amounts?
- ☒ Applied uniformly to federal and non-federal activities (i.e., is the federal government being charged the same amount as if non-federal funds were being used to pay the cost)?
- ☒ Given consistent accounting treatment within and between accounting periods? (Consistency in accounting requires that costs incurred for the same purpose, in like circumstances, be treated as either direct costs only or indirect costs only with respect to final cost objectives).
- ☒ Calculated in conformity with generally accepted accounting principles, or another comprehensive basis of accounting, when required under the applicable cost principles?
- ☒ Not included as a cost (or used to meet cost sharing requirements) of other federally-supported activities of the current or a prior period?
- ☒ Net of all applicable credits? (e.g., volume or cash discounts, insurance recoveries, refunds, rebates, trade-ins, adjustments for checks not cashed, and scrap sales).
- ☒ Not included as both a direct billing and as a component of indirect costs?
- ☒ Properly classified (e.g., some costs may be incorrectly claimed as a direct cost instead of being incorporated as part of the indirect cost rate).
- ☒ Supported by appropriate documentation? (e.g., approved purchase orders, receiving reports, vendor invoices, canceled checks, and time and attendance records.) *Documentation may be in an electronic form.*
- ☒ Correctly charged to the proper account code and grant period?

Lead Grantee Name:	
Report Week or Month/Year: MAY	

Report Week or Month/Year: MAY 2023

HAGC			
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[illegible]

## ERAP 2.0 Voucher Detail Worksheet

**Lead Grantee Name:**

Report Week or Month/Year: MAY 2023

BUDGET	
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Jul-22

Aug-22

Sep-22

Oct-22

Nov-22

Dec-22

Jan-23

Feb-23

Mar-23

Apr-23

May-23

TOTAL OF  
DRAWSREMAINING  
BALANCE[illegible]

General Ledger Detail Report  
Summary Report for Period 05 Ending 5/31/2023

HOUSING AUTHORITY OF GRANT COUNTY (GCH)

PROJECT 01 -		Beg Balance	Debit	Credit	Net Change	End Balance
Account Number/Description						
401000-8-01	MGMT SALARIES - ERAP	5,933.44	3,069.65	0.00	3,069.65	9,003.09
408200-8-01	MGMT FICA - ERAP	444.12	229.80	0.00	229.80	673.92
408201-8-01	MGMT SUTA - ERAP	89.00	46.05	0.00	46.05	135.05
408202-8-01	MGMT L&I - ERAP	19.31	10.47	0.00	10.47	29.78
408204-8-01	MGMT RETIREMENT - ERAP	961.99	106.22	0.00	106.22	1,068.21
408205-8-01	MGMT MED/DENT/VIS/LI - ERAP	900.80	139.10	0.00	139.10	1,039.90
411000-8-01	ADMIN SALARIES - ERAP	34,305.22	10,786.92	0.00	10,786.92	45,092.14
417001-8-01	ADMIN FEES-GRANT CO- ERAP	0.00	2,000.00	0.00	2,000.00	2,000.00
418200-8-01	ADMIN FICA - ERAP	2,527.50	798.21	0.00	798.21	3,325.71
418201-8-01	ADMIN SUTA - ERAP	514.25	161.53	0.00	161.53	675.78
418202-8-01	ADMIN L&I - ERAP	200.66	63.85	0.00	63.85	264.51
418204-8-01	ADMIN RETIREMENT - ERAP	4,155.35	754.99	0.00	754.99	4,910.34
418205-8-01	ADMIN MED/DENT/VIS/L - ERAP	7,047.74	1,415.54	0.00	1,415.54	8,463.28
419013-8-01	TELEPHONE - ERAP	769.96	160.04	0.00	160.04	930.00
471501-8-01	HAP PAYMENTS-RENT - ERAP	1,142,100.62	1,463,421.58	0.00	1,463,421.58	2,605,522.20
PROJECT 01 - Total:		1,199,969.96	1,483,163.95	0.00	1,483,163.95	2,683,133.91

0.00 \*

② Admin to County = 2,000.00

① 3,069.65 +  
229.80 +  
operations 46.05 +  
10.47 +  
106.22 +  
139.10 +  
10,786.92 +  
798.21 +  
161.53 +  
63.85 +  
754.99 +  
1,415.54 +  
160.04 +

③ Rent Assistance = 1,463,421.58

0.13

17,742.37 \*

General Ledger Detail Report  
Summary Report for Period 05 Ending 5/31/2023

HOUSING AUTHORITY OF GRANT COUNTY (GCH)

PROJECT 02 -

Account Number/Description	Beg Balance	Debit	Credit	Net Change	End Balance
419018-8-02 POSTAGE - ERAP	263.01	0.00	0.00	0.00	263.01
PROJECT 02 - Total:	263.01	0.00	0.00	0.00	263.01
Report Total:	1,200,232.97	1,483,163.95	0.00	1,483,163.95	2,683,396.92

(A)

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0.00 \*

17,742.37 +

2,000.00 +

1,463,421.58 +

003

1,483,163.95 \*

(A)